Bir (Rev) (193) Departmen

SERIES.

G.O. No. 806

DATED 12th August 1938

[Despatch Abstract.]

C.F. 31—2.006—4-12-37.

Board of Revenue (Excise) DEPARTMENT.

CURRENT No. Dr

Received _____ 19 . Registered Rc 3587D 19 26.7.38

Subject.

Pension--compassionate gratuity--late peon Md. Ghouse Sahib of Hospet circle--application of widow--submitted.

Letter from the Deputy Commissioner, Northern Division, Rc.No.1287-38 dated 19--6--1938.

ASSISTANT SECRETARY TO GOVERNMENT 29 JUL 1938 FINANCE DEPT.

3587 D/38-1 28-7-38

C. R. No. 8870-abk-38-D

Station Triplicane, Madras. , *Dated the* 22nd July 1938.

From Sri Rao Sahib C. Raghavan Avl., B.A.,

~~Secretary~~, Assistant Secretary,

Board of Revenue. (E x c i s e).

D.N. STRATHIE, Esq., I.C.S.,
Commissioner of Excise.

REFERENCE:-

P 3 infra

An application for the grant of a compassionate gratuity received from one Mastan Bi widow of the late peon Mohammad Ghouse Sahib of Hospet circle is herewith submitted to the Government.

2. The peon died of asthma on 19-5-1937 and his permanent service in the department on that date was Y m d. 16 - 9 - 19. He was drawing a pay of Rs. 17/- per mensem at the time of his death. During his life time, the peon adopted two daughters and one son. The daughters are married and live with their husbands. The adopted son is aged 21 years. He was employed as a peon in the department for some time, but as he was short of measurements, he was discharged.

L 3 of Mis. RR

He is now without any employment and is living with the petitioner.

3. The record of enquiry conducted by the Revenue authorities shows that the peon did not leave behind him any movable or immovable property. He has neither insured his life nor contributed to any benefit fund. He had left debts to the extent of Rs. 150/-. The widow has repaid a portion of these debts from the earnings of her adopted son and from the sale proceeds of the vessels she had with her. She has yet to repay debts to the extent of Rs. 125-4-0.

4. The late peon's only brother is living at Kadiri. He was formerly eking out his livelihood by selling milk and curds. He has expressed his inability to support the bereaved family. The husband of one of the adopted daughters of the petitioner is a jutkha driver at Dharmavaram. He is also in receipt of a monthly pension of Rs. 7-4-0. The husband of the other daughter is a mason. Both of them have deposed that with their poor income, they are not in a position to support the petitioner and her adopted son. There are no other relations who are either in a position or under an obligation to support them. The widow is living by cooly work.

5. The Board considers that the condition of the bereaved family is really destitute and recommends that a gratuity of Rs. 100/- (Rupees One hundred only) payable at Hospet sub treasury may be granted to the widow.

25-7-x

Assistant Secretary.

To the Secretary to the Government, Revenue Department with
1. an application in original,
2. descriptive roll of the petitioner,
3. service book, leave account and conduct sheet of the late peon.

4F 3

The Assistant Commissioner of Excise,

BELLARY.

Respected Sir,

I, Mustan Bi, wife of deceased Shaik Mahomed Ghouse Saib, Excise Peon No.350, now residing at Hospet, most respectfully beg to submit that my husband named above died on 19-5-37 and was buried on 20-5-37 morning. I submitted the death certificate obtained from the Municipal Office, Hospet to your honour on or about 31-5-37. Now I beg to submit that my husband died without leaving any property. I have one son and two daughters to take ~~of~~ care of. Besides I have to discharge the debts of my husband amounting to Rs. 140/-. I am a Mahomedan woman observing Ghosa system. I do not know any work for earning my livilihood. In these circumstances it is very hard for me to get on in this world. My husband has put in an honest service of nearly 18 years in your honour's department. In consideration of his service and the circumstances in which he has left me in this world without any property, I request your benign honour to kindly take pity on me and grant me a reasonable gratuity for the services rendered by husband to your honour's department and thus save me a poor woman from worries and starvation at ~~xxx~~ an early date.

For this act of kindness I shall ever pray for your honour's long life and prosperity.

I beg to remain,

Respected Sir,

Your most obedient servant.

Hospet.

7th June,37.

Left thumb mark of
Mustan Bi wife of deceased
Shaik Md. Ghouse Saib
No.350.

Copy submitted to the Excise Circle Inspector, Hospet for recommending the application for the grant of gratuity.

4/

B-

7

-108

Bunked with P.R 108/37

(4)

DEFAULTER BOOK.

OFFICE OF THE DEPUTY COMMISSIONER OF EXCISE
[illegible] 1922
NORTHERN DIVISION, WALTAIR

OFFICE of the Inspector Tekkali

STATION Pennellamala Circle

Name Mahammad Ghouse Rank peon No 278

No.	Reference to papers or other documents.	Nature of offence. (a)	Date when committed.	Punishment. Black mark.	Punishment. Others.	By whom ordered.	Date and order or signature of the head of the office.	Remarks
1	Inspector's Dois 37/22	For absenting without leave over 21 days without permission	7-1-22 to 4-2-22	Black mark to run from 10 2/22 and the period treated as leave without allowance		Inspector.	(sd) x xx Inspector dt 11-2-22.	
2	Dois 112/22	For absenting himself without leave from 5/5/22 to 8/5/22.	7/5/22 to 4.5.22	Fined 2 days pay for each days absence.		Inspector	(sd) x xx Inspector dt 11.6.22.	
3	Dois 43/23	For failure to take delivery of Asst: Comrs Cappal on the night of the 7th February and take to the Asst: Comrs	7 2/23.	Black mark to run from 11—2—23.		Inspector	(sd) x xx Inspector dt 16.2.23.	peon is warned for [illegible] black marks.

(True copy)

13. WDRS 177/26 25.5.26. Dvr. not having awaited the orders of the Inspector granting him leave. Period treated as C.L. 6.5.26. Black mark to remain 25.5.26. J. S. A. Kowlloon Esquire

14. DDRs 99/30 18.3.30. Too feeling to take tuppah to his S/L's camp — no — and so no further instructions thereby doing no duty on that day forfeiture of pay ordered for that day — Forfeiture to stand. 20/30 Forfeiture Approved (Sgd) (Illegible) M of 63 V.C. 26. [illegible] Inspector of Police [illegible]

(a) In the case of the Police Department the [illegible] and the award [illegible] shall be [illegible] on the sheet

4.	R.O. 29/23	Absence without orders 4 m 19 days	From 10 to 28 1/23.	Suspension From 10/1/23 to 28/1/23.		Insp. Peters	(sd) x x x Insp. Peters 07 16/3/23.
5	D.O. 175/26	Absence 4 m 2 days without permission June 28 to 29/6/26.	6.7.26.	Black mark & 2 days pay stopped for each days absence.		Insp. Peters.	(sd) x x x Insp. Peters 07 7.10.26.
6	D.O. 267/26	For disobeying the S.D's order in not taking his tapes on 12.9.26 and delay in reporting the S.D. after attending the 1 c.m. court.	12 9/26	Black Mark to run from 2 10/26		Insp. Peters.	(sd) x x x Insp. Peters 07 19.11.26.
7	R.O. 47/26	Unauthorised absence on several occasions in that this is the third offence.	26 11/24 to 8/12/26.	Suspended 4 m 15 days (26 11/24 to 8 12/26.		Insp. Peters	(sd) x x x Insp. Peters 07 13/1/25.
8.	D.O. 57/25.	Unauthorised absence	26/1/25.	Black mark and 4 days pay stopped.		Insp. Peters	(sd) x x x Insp. Peters 07 ~~2.6.25~~ 27.6.25.

(a) In the case of the Police Department, the earning and forfeiture of good conduct stripes and the award of increments should be entered in red ink across the sheet

DEFAULTER BOOK.

350

Office of the Inspectress of Excise

Station Jeerakpur cantonment circle.

Name Mahammad Ghouse Rank peon no 278

No.	Reference to papers or other documents.	Nature of offence. (a)	Date when committed.	Punishment. Black mark.	Punishment. Others.	By whom ordered.	Date and order or signature of the head of the office.	Remarks
9	Insp[ectress] D dis 114/25	unauthorised absence without leave	22/4/25	Black mark to run from 28/4/25.		Insp[ectress]	(Sd) A. H. Harper Insp[ectress] of 30.4.25.	
10.	D dis 153/25	For not taking Insp[ectress]'s Appeals to cause appearance, delayed.	12/5/25.	Black mark to run from 8/6/25.		Insp[ectress].	(Sd) A. H. Harper Insp[ectress] of 13/6/25.	
11	D dis 234/25.	For unauthorised absence without leave	3/8/25 5/8/25.	Fined 3 days pay and Rs 3/-		Insp[ectress]	(Sd) A. H. Harper Insp[ectress] of 12/8/25.	
12	R dis 83/25.	For giving disrespectful evidence and suspicious behaviour in respect of case in the CH vide 148/25 of disobeying order to stop and behaving	14/8/25.	Suspended for 6 months		Insp[ectress].	(Sd) A H Harper Insp[ectress]	

G.F. 1

DEFAULTER BOOK.

Office Dorchester

Station Wardleb

Name Md Ghouse - Rank Clerk No: 850

No.	Reference to papers or other documents.	Nature of offence. (a)	Date when committed.	Punishment. Black mark.	Punishment. Others.	By whom ordered.	Date and order or signature of the head of the office.	Remarks.
15	Dor 302/36 3.7.36	1) For unauthorised absence overstaying his casual leave by 2 days 22nd & 23rd June 1936.	22 & 23 rd June 36	—	Fined Rs 21/- & Forfeiture of Pay for the Period thereof as Ch.	MRRy & Wake-Sub Divl Magt Dorchester	I 26 6/7 Dorchester 8/7	

The person died on 19/5/37 (Record/37)

Asst Surgeon
Hospital

Clerk
9/6/37

FINANCE (PENSION) DEPARTMENT. 1,002—13-12-37.

Note for the Committee administering the Compassionate Grant.

Compassionate Gratuity Mastan Bi ✓ *Widow of* Mohammad Ghouse Sahib ✓

(1) Name and designation of the deceased ..	Mohammad Ghouse Sahib ✓ Late Excise Peon, Hospet Circle
(2) Date of death	19-5-1937 para 2, WICP
(3) (*a*) Total service at the time of death ..	Y 16 M 9 D 18 (Govt service) para 2, WICP
(*b*) Whether the deceased rendered meritorious service to Government.	No. ✓
(*c*) Whether the deceased's death was due to special devotion to duty.	No. ✓
(4) Pay drawn at the time of death	Rs 17/- ✓ Mn para 2, WICP
(5) Relationship of the applicant to the deceased.	widow aged 35 years. WSCP
(6) Other dependents .. .. .. para 2, WICP	1 ~~Son~~ 1 adopted Son aged 21 years (He is unemployed)
(7) Property and other scurce of income, if any. para 3, W2CP ✓ on W2CP	The deceased has not left any property moveable or immoveable. The family has a debt of Rs 125-4-0. There are no relatives who are in a position or under obligation to support the family.
(8) Recommendation of the Head of Department. para 5, W2CP	The Board of Revenue recommends a gratuity of Rs 100/- to the widow.

2. The position of the Compassionate Grant is as follows :—Total provision for the ~~half~~ year .. Rs. 50,000

Deduct—Amount sanctioned up to date .. 20212

Balance available .. 29788

3. The rules regarding grant of compassionate gratuities are in G.O. No. 120 (2), Finance (Pension), dated 22nd March 1932.

4. Unless the total allotment is increased, the average amount available for each case likely to be sanctioned in the current ~~half~~ year is about Rs. 100/-

The maximum amount admissible / ~~that may be given~~ in this case is Rs. 17×12 = 204/-

6/5 SR 5838 6.8.37

P.M. C.R 7/8

M (PW)

M (MinRD) Rs. 75/- 6 8/35 ✓

24

Please see the Orders of the Committee overleaf. A draft Order is Submitted.

4/8 11838

12.8.38

Received

14/13/8

1,002—19-1-38.

GOVERNMENT OF MADRAS.

Received _____ 193 . Registered _____ 193

ABSTRACT.

Pension—Compassionate gratuity— Mohammad Ghouse Sahib late Excise Peon, Hospet Circle —Widow of—Sanctioned.

FINANCE (PENSION) DEPARTMENT.

G.O. No. 806 Dated 12-8-1938

READ—the following :—

From the Board of Revenue, CR No 8870-Abk-38-D dt 22-7-38 with 1-2 Enc

ORDER
MS.

The Government sanction the grant to Mastan Bi, widow of Mohammad Ghouse Sahib, late Excise Peon, Hospet Circle of a compassionate gratuity of Rs. (75/-) Seventyfive only payable at the Hospet sub-treasury.

2. The expenditure will be met from the appropriation under "55. Superannuation allowances and pensions—c. Gratuities—B. Compassionate gratuities—Voted."

3. The pay last drawn by the deceased Government servant was Rupees 17—0—0 per mensem.

Dy 11/8 FR 11838

12.8.38

FR 15/8/38.

To the Accountant-General, (Pension Verification Section) with the descriptive roll of the grantee. 1 Enc

To the Board of Revenue

" Mastan Bi, widow of Mohammad Ghouse Sahib late Excise Peon, Hospet Circle

Hospet.

A on W 3 Cf

12. MAY 1936.

Miss Shouse

No 278

[PRICE, 1 *pie.*]

FORM A-4. Sep. Rev. B (4)—2. 251—7-19.
ఫారము A-4.

DECLARATION.
ఎఱుక చేయడము.

I HEREBY declare that I have never been dismissed from any Government employment or been convicted by a Magistrate on any criminal charge.

Section No. 182, Indian Penal Code, Section 62 of the Madras Abkāri Act I of 1886 and Section 78 of the Madras Salt Act IV of 1889, have been read over and explained to me.

నేను ఇందువల్ల తెలియుచేయుడ మేమనగా నా రాఁడు నాకగ్గిమండి యెప్పుడుగాని బరతరఫ్ కాఁబడ లేదు. లేక మేజిస్ట్రేటువల్ల యే నేరము మోపబడి శిక్షింపబడిన వాఁడను కాను.

ఇండియా పీనలు కోడు నెం. 182 వ సెక్షనున్ను, [illegible] 62 వ [illegible] 1889 వ సంగతి 4 వ మద్రాసు [illegible] 78 వ సెక్షనున్ను నాకు చదివి [illegible]

బడెను.

Witnesses
సాక్షులు.

Signature of Applicant.
ఉద్యోగము కోరేవాని సంతకము.

Date.
తేది. 20-2-20

Inspector.
ఇన్‌స్పెక్టరు.

Date.
తేది. Height 5' 3"
Chest girth 33 inches.

C F. 211-E -7,002—13-5-18. (5)

SERVICE ROLL.

1. Name (in full). Mohamad Ghouse No 350
2. Father's name (in full). Sheik Maktoom Sahib.
3. Race, sect and caste. Mahamadan
4. Residence (village with district). Kokkanti. Kadiri Taluq. Anantapur Dt
5. Date of birth (by Christian era). 1st July 1899 1959
6. Exact height (in feet and inches). 5' 8" : 60 c/cm girth 38"
7. Personal marks of identification. 1 Mole on right cheek. 1 Mole back of neck at base. Scars on left knee
8. Thumb and finger impressions of the left hand.

Thumb.	Forefinger.	Middle finger.	Ring finger.	Little finger.

9. Signature, if literate; otherwise mark or seal.

ಮೊಹಮ್ಮದ್ ಘೌಸ್

Dated the 25th August 1920

C Bradbury 25/8
Signature and designation of officer (after personal verification of items 6, 7 and 8). Inspector 20

Remarks as to conduct with details of any suspensions, degradations or other punishments affecting service as well as interruptions in service. Each remark must be attested by the signature of the head of office.

Re-attested & found correct as above

ಮೊಹಮ್ಮದ್ ಘೌಸ್.

16-3-27

Suspension for 6 months from 2.9.25

Restored Same as above 2/12 Insp.

Suspended fm 10.1.23 to 28.1.23. vide order file.

Details of service.						Details of absence from duty (except casual leave).				Verification of services.
Appointment held whether permanent or acting (i.e., designation and office).	Pay.	Acting allowance, if any.	From	To	Signature and designation of head of office.	Nature of absence.	From	To	Signature of head of office.	Annual certificates of verification of services with signature and designation of head of office.
1	2	3	4	5	6	7	8	9	10	11
Salt Asstt & Cshmo Asstt										
Ag 2nd Grade Peon Permt — Konda Circle	—	9/—	4.2.20	31.3.20		Combined Leave for 7-0 P.L. 26 days	2.11.20	8.12.20		Services verified from 4.2.20 to 31.12.20.
— do —		12-8-0	1.4.20	31.7.20						
2nd Grade Peon Permt Nellore Circle	13/2		1.8.20	7.2.21.		Privilege Leave	5.5.21	4.6.21		Services verified upto 31.12.21 from pay bills & acquittance rolls.
Ag 1 A.P. Permt Kondapalli Circle	13½	1½	8.2.21	3.4.21.		Leave without allowance for 15 days	5.6.21	19.6.21.		
						do —	20.6.21	1.7.21		
						(Period combined Leave 7-2 P.L. 1 month 27 days)				
						Leave without allowance	6.8.21	11.8.21.		
						do	7.1.22	4.2.22.		
Excise Peon Permt Circle	15/									
						Susp	10.1.23	28.1.23		
	15.—			1.3.24						

Details of service.						Details of absence from duty (except casual leave).				Verification of services.
Appointment held whether permanent or acting (i.e., designation and office).	Pay.	Acting allowance, if any.	From	To	Signature and designation of head of office.	Nature of absence.	From	To	Signature of head of office.	Annual certificates of verification of services with signature and designation of head of office.
1	2	3	4	5	6	7	8	9	10	11
Excise Peon Penukonda Circle	Rs 16/-		2-3-30	9-6-35		L.A.P.on M.C. for 30 days	21-4-30	20-7-30		Services from 1-1-24 to 31-12-24 verified from pay bills and acquittance rolls.
										Services from 1-1-25 to 13-7-25 verified from pay bills and acquittance rolls.

In Transit -

12.8.35 transfer to Hospital Circle.

J. Khaliquathan
30/8/35
Inspector
Chittoor
28.8.35.

13 8/35 18 8/35 joined

Exercise on Hospital duty Rs 17/- - 19 8/35 - 19 5/37

Died on 19 5/37 (Vide Record 11/37)

Services from 1/35 to 12.8.35 verified from pay bills and acquittance rolls.

J. Khaliquathan
30/8/35
Inspector
Chittoor
28.8.35.

Services verified up to 31-12-35 from pay bills & acquittance rolls

Inspector
Tirupati

Services verified upto 31.12.36 from pay bills & acquittance Rolls.

Inspector
Tirupati
5/2/37

5
9.2.37 Hospital

Services from 1/1/37 to 19 5/37

Verified from Pay bills and acquittance Rolls

Inspector
Hospital
12/2/37

Circle
25/4/38

N.B.—This sheet should be attached to the existing service rolls. Thumb and finger impressions of the left hand to be recorded once in five years—vide G.O. Mis. No. 494, Finance (Pension), dated the 3rd December 1924.

Thumb.	Forefinger.	Middle finger.	Ring finger.	Little finger.

Signature, if literate; otherwise mark or seal.

ಹೆಬ್ಬೆರಳು ಗುರುತು.

Station 5-9-27

Dated the [illegible] 192-

Signature and designation of the head of office before whom the impression was taken.

Thumb.	Forefinger.	Middle finger.	Ring finger.	Little finger.

Signature, if literate; otherwise mark or seal.

ಹೆಬ್ಬೆರಳು ಗುರುತು.

Station Penukonda

Dated the 2-12-1932

Signature and designation of the head of office before whom the impression was taken.

Thumb.	Forefinger.	Middle finger.	Ring finger.	Little finger.

Signature, if literate; otherwise mark or seal.

mark of Ram a Mendan 25.6.20

ಹೆಬ್ಬೆರಳು ಗುರುತು.

Station Harpanahalli

Dated the 23-2-1933

Signature and designation of the head of office before whom the impression was taken. 23.2.33

Thumb.	Forefinger.	Middle finger.	Ring finger.	Little finger.

Signature, if literate; otherwise mark or seal.

Station

Dated the 19

Signature and designation of the head of office before

Thumb.	Forefinger.	Middle finger.	Ring finger.	Little finger.

Signature, if literate; otherwise mark or seal.

STATION———————
Dated the——————— 192 .

Signature and designation of the head of office before whom the impression was taken.

Thumb.	Forefinger.	Middle finger.	Ring finger.	Little finger.

Signature, if literate; otherwise mark or seal.

STATION———————
Dated the——————— 192 .

Signature and designation of the head of office before whom the impression was taken.

Thumb.	Forefinger.	Middle finger.	Ring finger.	Little finger.

Signature, if literate; otherwise mark or seal.

STATION———————
Dated the——————— 192 .

Signature and designation of the head of office before whom the impression was taken.

Privilege leave due on 1.1.22.		= 0 - 0 - 16.
$\frac{1}{12}$ of Past Services		= 0 - 1 - 26.
	Total	= 0 2 · 12
Debit		= nil
	Balance	= 0 · 2 · 12

P.L. on 1.1.22	0. 2. 12.
Leave earned from 1.1.22 to 21.10.24	0. 3 - 2
i.e. 2.9.20.	0 . . 5 · 14
Leave taken Half Pay	0 - 0. 15
Leave taken on average pay.	0 . 4 . 29
	- - - .
	0 . 4 . 29.

× Vide verso

Form No. 6. LEAVE ACCOUNT

(1) Duty.					(2) Leave earned.			(3) Leave at credit (2 + 3			(4) On average pay				
From	To	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	From	To	Y.	M.	D.
4. 2. 20	31. 12. 21	1	10	28	-	-	-	0	2	12					
1. 1. 22	6. 1. 22	0	0	6	0	0	1	0	2	13					
5-2-22	9-1-23	~~0~~ 0	~~0~~ 11	~~0~~ 5	0	2	1	-	4	14					
29-1-23	2-3-23	-	1	2	-	-	6		4	20					
3-4-23	21-10-24	1	6	8	0	3	11	0	7	10	22-10-24	28 X 24			
29 10 24	23 12 24	.	.	14		.	2	-	7	5					
9 12 24	1-9-25	.	-	22		1	17	-	8	20					

OF Pew No 278 Mahamad Ebhouse.

64,728—26-5-22. (5)

AKEN.

(5) On half or quarter average pay.							(6)			(7)			(8)
From	To	Actual period (a)			Period converted to leave on average pay (b)			Total 4 + 5 (b).			Balance (3—6).			Signature of attesting Officer.
		Y.	M.	D.	Y.	M	D.	Y.	M.	D.	Y.	M.	D.	
											0	2	12	
								-	-	-	0	2	13	Leave on ~~half~~ pay for 29 Days.
10-1-23	28-1-23	Suspension									-	1	14	
3-3-23	2-4-23	~~Leave without allowance~~	1	-	15	-		15	-		-	3	29	
								-	7		6	7	3	Completed 29 days
24 11/24	8 12/24	Suspension												
29 25	13.26	do												

LEAVE ACCOUNT

OF

Peon No 2278 M/O Finance

INSTRUCTIONS.

1. The account is to be maintained in terms of leave on average pay.

2. In the case of officers already in Government service, the first entries will be in columns (3), (4) and (5), the entries to be made in accordance with Fundamental Rules 77 and 78.

3. Under Fundamental Rule No. 77 (*c*) such of the Government servants as had elected the simplified leave rules published in G.O. No. 347, Finance, dated 22nd September 1920, but had chosen to remain under the rules in force prior to the 29th July 1920, are allowed an additional credit of a third of any period of leave on medical certificate taken under those rules.

4. In the case of a Government servant belonging to the vacation department to whom leave should be credited to the leave account under rule 77 (*c*) (ii) (*b*) when he is prevented from availing himself of the vacation in which case privilege leave on full pay earned at articles 272–274 of the Civil Service Regulations should be credited.

5. When an officer applies for leave, columns (1) to (3) are to be filled up for arriving the leave at his credit. The period of leave shown in column (3) should be arrived at adding the new entry in column (2) to the last previous entry in column (7).

6. When an officer returns from leave columns (4), (5), (6) and (7) will be filled up. Any portion of the leave on half or quarter average pay will be entered in column (5) (*a*) and half period divided by 2 is the entry to be made in column (5) (*b*).

7. The maximum prescribed in rule 81 (*a*) will be compared to the totals of the period in column (6), while the maximum in 81 (*b*) should be applied to the totals of the period in column (4).

8. When a Government servant is transferred from service under another Government a separate account should be opened in this form for showing the leave earned under that Government and the leave, the cost of which is debited to that Government. This account will be in addition to the main leave account, which must be a complete record of all leave earned and taken under these rules throughout his service.

9. The deductions referred to in rule 82 (*b*) should be made with regard to the periods of vacations enjoyed after the 1st January 1922 and not before that date.

10. Maternity leave and hospital leave enjoyed by a Government servant should not be debited against the leave account—vide rule 101.

No. 278

Instructions for filling up Form No. F.R. 9-A.

1. The account is to be maintained in terms of leave on average pay. For this purpose, actual periods of leave taken on half or quarter average pay as entered in column 13 should be divided by two and posted in column 14.

2. In the case of officers who were subject to the Civil Service Regulations leave rules before they elected the Fundamental Rules, the account should commence with an opening entry in columns 4, 5, 6, 7, 8, 11, 13, 14, 15, 16, 17 and 18. The words 'Due on (date of coming under the Fundamental Rules)' should be written across columns 1, 2 and 3 and against these words credit under Rule 77 (*b*) (*ii*) (1) should be given in column 4 and column 6 and that under Rule 77 (*b*) (*ii*) (2) and Rule 77 (*e*) in column 5 and column 7 while debit for commuted furlough taken under the old leave rules should be given in column 11 and that under Rule 78, Note (2) (*i*) (*a*), in column 13, one half of the latter being entered in column 14. The sum total of the entries in columns 6 and 7 and in columns 11 and 14 should be entered in columns 8 and 15 respectively. The difference between the entries in columns 8 and 15 should be entered in column 18 and the entry in column 4 or 6 should be repeated in column 16 while the entry in column 5 or 7 minus the sum total of the entries in columns 11 and 14 should be shown in column 17.

3. When a Government servant applies for leave, columns 1 to 8 should be filled up. Columns 1, 2 and 3 should show the Government served under and the period of duty up to the date preceding that on which the Government servant intends to go on leave, and columns 4 and 5 should each show $\frac{1}{11}$th of this period (but see Note 2 below), the sum total of the two entries representing the period of leave (*i.e.*, $\frac{2}{11}$ths of duty) earned under Rule 77 (*b*) (*ii*) (3). To the new entry in column 4 should be added the last entry in column 16 and the resultant figure should be posted in column 6; similarly to the new entry in column 5 should be added the last entry in column 17 and the resultant figure should be posted in column 7. The total of the entries in columns 6 and 7 will be shown in column 8.

When columns 1 to 8 have been posted, column 8 will show the *maximum* amount of leave which may be granted *in terms of leave on average pay* [but see Rule 81 (*d*)] to a Government servant on the date on which he intends to go on leave. The *maximum* amount of leave *on average pay* which may be granted on that date with medical certificate or out of India and Ceylon will be the sum total of the last entry in column 6 and the unspent balance of 'one year' limited to 8 months at a time, provided this sum total is covered by the period entered in column 8; in the case of leave in India or Ceylon without medical certificate, the maximum will be the last entry in column 6, limited to 4 months at a time. The limits of 8 and 4 months may be exceeded as provided in the note to Fundamental Rule 81 (*b*).

4. When a Government servant returns from leave, columns 9 to 18 should be filled up. The period of leave taken on average pay should be entered in columns 9, 10 and 11, that taken on medical certificate or spent elsewhere than in India or Ceylon should be entered in column 11 till the limit of "one year" is reached and thereafter in column 10. The actual periods of leave on half or quarter average pay (together with leave on subsistence grant under the note to Fundamental Rule 88) and overstayal of leave (vide Fundamental Rule 73) should be entered in column 13 and one half of it in column 14.

Note 1.—Leave on average pay taken under the Fundamental Rules in India without medical certificate in excess of the last entry in column 6 before the deletion of '*plus* one year' from Rule 81 (*b*) (*ii*) should be entered in column 11.

Note 2.—If the leave taken exceeds the amount at credit, the excess representing leave not due but granted under Rule 81 (*c*) (*i*) and (*ii*) should be shown in red ink in column 17.

5. The total period of leave in terms of leave on average pay taken in a Government servant's whole service as entered in column 15 should not exceed the privilege leave credited to him in column 4 on his coming under the Fundamental Rules *plus* all periods of leave subsequently entered in that column *plus* $2\frac{1}{2}$ years.

6. When a Government servant is transferred to service under another Government, a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account which must be a complete record of all leave earned and taken under these rules throughout his service.

Note 1.—If during the period of duty prior to a Government servant's going on leave he has served under two or more Governments, the period of duty and the leave earned under each Government should be shown in separate lines in columns 1 to 5 and the sum total of the new entries in column 4 and the last entry in column 16 should be posted in column 6 and of those in column 5 and the last entry in column 17 in column 7, the total of the entries in columns 6 and 7 being shown in column 8.

Note 2.—The sum total of the entries in column 5, inclusive of the opening entry mentioned in instruction No. 2, should not exceed $2\frac{1}{2}$ years [Rule 81 (*a*) (*ii*)], and no entry should be made in this column when this limit of $2\frac{1}{2}$ years is reached.

F.R. 9-A. Ordinary Leave Rules.

LEAVE ACCOUNT

Date of commencement of service 4.2.20

Date of contract, if any nil.

Duty.						Leave earned.						Leave at credit.											
						⅓th of duty subsequent to coming under Fundamental Rules. [Rule 81 (6) (ii).]			Balance of ⅓ the of duty subsequent to coming under Fundamental Rules.			⅓th of duty subsequent to coming under Fundamental Rule (Cols. 16 + 4)			Balance of ⅓ the of duty subsequent to coming under Fundamental Rules. (Cols. 17 + 5)			Total (Cols. 8 + 7)					
1	2		3			4			5			6			7								
Government served under.	From	To	Y.	M	D	Y.	M.	D.	Y.	M	D	Y	M	D	Y	M	D	Y	M	D	Y	M	D
Leave due on 1.1.22.								16			26			16			26			24			
	1/22	6/22			6			1						17			24			2	13	7/22	4/22
	5/22	9/22		11	5			1			1			18			26			4	14	10/23	28/23
	28/20	23/23			2			3						21			29			4	20		
	34/23	24/24		6	8			21			20			27			17			7	16	22/24	26/24
	29/24	23/24			25			3			2			23			21			7	14	24/24	8/24
	9/24	19/25		8	23			24			24			31			15			9	24	29/25	1/24
	29/26	17/32	6	7	16		7	7		7	7		10	24		22	1		11	16	18		
	26/32	12.5.33		6	17			18			18		11	12	1	1	2	2	0	4	13	5	12
	13.7.33	22/35	1	7	1			23			22			35	1	2	42	1	29	23	25		
	10/35	20/37	1	10	11		2	1		2				9	13	1	18	1	11	1	21	20/37	20/37

OF Tea 276

Date of attaining the age of 55/60 years _____

Date of coming under Civil Leave Rules _____

Leave taken.															Balance (on return from leave).							
average pay.						On half or quarter average pay.																
Against entries in Col. 6.			Against limit of one year for leave on medical certificate and leave spent elsewhere than in India or Ceylon. Fundamental Rule 81 (b) (ii).]			Dates		Actual period			Actual period amended up to period in terms of leave on average pay.			Total. (Cols. 10 + 11 + 14.)				Of leave equivalent to $\frac{1}{4}$th of duty subsequent to coming under Fundamental rule 81 (b) (ii) (Cols 6—10)			Of leave equivalent to balance of $\frac{1}{4}$ths of duty subsequent to coming under Fundamental Rules. (Cols. 7—11 + 14.)			Total. (Cols. 8—15.)			Remarks.
10			11			12		13			14			15				16			17			18			19
Y.	M.	D.	Y.	M.	D.	From	To	Y.	M.	D.	Y	M.	D.	Y.	M.	D.		Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	
																			16		1	26		2	12		
Leave on Wp 7 pay																			17		1	26		2	13		
Suspension																			18		2	26		4	14		
						31/23	24/23		9	0			15			15			16		2	29		4	5		D
		7														7			20		4	19		7	9		
Suspension																			23		4	24		7	14		
+ Suspension																			31		5	15		9	2		
		8			(8)		Rds 23 9/12									8			10	16		14	1	11	8		
	2														2				9	4	1	1	2	1	10	14	D
	3	15		3	6		+ 12								3	15			7	12							
				4											4				9	13		9	18	1	7	1		

Died on 19.5.37